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ROUTING AND RECORD SHEET

DCI Registry
83-4807/10

SUBJECT: (Optional)

Office of Logistics 1983 Annual Report to Congress

FROM:	EXTENSION	NO.
Daniel C. King Director of Logistics		OL 4296-83 DATE 9 December 1983

25X1

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1 Deputy Director for Administration				
2.				
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FORM 1-79 **610** USE PREVIOUS EDITIONS

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DD/A Registry
83-4807/10

9 DEC 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: DCI's Annual Report to Congress

REFERENCE: Memorandum for D/L fm DDA, dtd 14 Nov 83, Same Subject (DDA 83-4807/1)

In response to the referent, the Office of Logistics' input for the DCI's Annual Report to Congress is attached hereto.

25X1

Daniel C. King

Attachments:
A. Report
B. Reference

OL 4296-83

UNCLASSIFIED when removed from attachments.

SECRET

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ATTACHMENT
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Office of Logistics

Submission to the DCI's 1983 Annual Report to Congress

1983 was a successful year in the Office of Logistics's (OL's) continuing efforts to improve its support of and services to the Agency. Accomplishments focused on three primary areas: (1) the recapitalization program, aimed at improving existing facilities; (2) consolidation efforts, including plans for construction of a new building on the Headquarters compound; and (3) increased responsiveness to all Agency components through use of automation and the resulting managerial/ organizational realignments.

Logistics support [redacted] actions involved the provision by OL of engineering personnel as well as the procurement and distribution of significant quantities of materiel. Those requirements, plus sizeable increases in the demand for printing and photography services, presented a number of new challenges. Nonetheless, OL met those challenges, at the same time increasing its responsiveness in other logistics areas. 25X1

I. Rebuilding Capabilities

A. Space Allocation and New Construction

Agency growth over the past several years, as part of the rebuilding of the Intelligence Community, had resulted in the crowding of personnel, the proliferation of leased space, and the further decentralization of Agency Headquarters activities. Decentralization, in turn, had resulted in decreases in security of Agency operations and overall responsiveness; and in increased costs as well as increases in the complexity of management communications and in the coordination of collection and production activities. Those factors continued to drain Agency resources and hamper operations. Thus, a project was undertaken in 1981 to construct a 1.1 million-square-foot office building, with associated parking and site improvements, which will consolidate most Agency activities now located throughout the Washington metropolitan area. As a part of that project, OL evaluated building alternatives, submitted studies justifying this new construction to the Office of Management and Budget (OMB), received appropriate approvals from the responsible government agencies and officials, selected a construction site, completed preliminary cost analyses, and conducted a nationwide

[redacted] [redacted] 25X1

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solicitation to select an architectural-engineering firm for construction design. The most recent activities were the completion of the Schematic and Preliminary Designs, with National Capital Planning Commission approval of the Preliminary Design; the signing of an agreement with the Virginia Department of Highways and Transportation to design and construct needed highway improvements; and the formation of a citizens' committee for advice on road improvements. Provision of construction funds in 1983 will allow for a construction start in the spring of 1984 and project completion in August 1987.

As an interim measure and as a means of accommodating a sizable increase in Agency personnel during the construction of the new building, OL has concentrated on improving the use of existing Agency space. This is being accomplished by rearranging areas so that space can be reallocated and/or density increased to accommodate more people. Other efforts have centered on the relocation of office components to provide room for expansion, accommodate organizational changes, and enhance efficiency by bringing split organizations together into contiguous space. Additional options for better utilization of space have been approved, and as a result, over 200,000 square feet of space in Headquarters Building and 70,000 square feet in other Agency buildings will be redesigned and renovated. This will involve over 45 separate moves during the next 12 to 18 months.

B. Equipment Installation and Retrofit

Attendant to these relocations, and to the expansion of the Agency have been far-reaching programs involving the retrofit or installation of new equipment designed to facilitate information handling. To offset shortfalls in OL's in-house capabilities, and to be responsive to all of the Agency's requirements, OL used a private contractor mobile design and construction team to implement the CRAFT installation program [redacted] A second 15-man supplemental private contractor team was also used to accomplish the following: 25X1

1. Implement the Metropolitan Washington Area Speedwire Terminal and Word Processor System Installation Program.

2. Implement quick reactive and preactive response to heating, ventilating, and air conditioning (HVAC) and power requirements in Headquarters and Washington area buildings.

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3. Implement design for [redacted] and resulting backfill space in Headquarters and external buildings. 25X1

4. Provide quick-reaction technical and engineering support to domestic field and foreign field engineering projects.

C. Personnel

In addition, a special contract arrangement was established with the contractor, [redacted] to hire prospective Agency staff employees who are presently undergoing Agency employment processing, until they are hired by the Agency. OL also sent a student trainee (Coop-student) overseas--a "first", as far as we know, in the Agency's history. 25X1

In other OL areas, six new recruits and two internal employees entered on duty under the Supply Officer Trainee (SOT) program. This program is a formal training period developed to ensure a ready cadre of experienced personnel capable of assuming projected future managerial positions. In addition to the formal training program in the supply discipline, program participants are given extensive field experience through TDY assignments to active overseas locations. A second training program sponsored by OL is the Ordnance Technical Program, designed to rebuild ordnance-related skills lost through retirement and reassignments. Two new candidates were introduced into this program during 1983 and are in training at Agency and military installations.

In an effort to improve employee morale, productivity, and quality of work life, OL began a pilot Quality Circle Program in the printing and photography area in 1983. A final evalution on the pilot program is due in early 1984. If successful, as a preliminary evaluation indicates that it is, the program will be extended to other areas within OL.

D. Printing and Photography

As in past years, OL continued to support Agency printing and photographic production requirements. Although most support is internal, OL has provided notable support to the Department of State, the Department of Justice, the National Security Agency, and other executive agencies. However, support to finished intelligence production requirements continues to require the largest portion of our printing and photographic resources. To provide enhanced support to finished intelligence production requirements, OL has contracted for a major expansion

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hardware/software upgrade to its Electronic Text Editing and Composition System. Additionally, efforts have begun for establishing an Agencywide Automated Publishing Network to create and merge both graphic and textual material, and to digitally transmit same to a laser printing platemaker. OL has already acquired a laser platemaker and two laser photographic scanners and has sent a request for proposal to prospective vendors for an automated page makeup system. The proposed system will be electronically connected to users through the Agency's IBM/VM computer system. During 1983, OL also acquired a 50-inch two-color printing press, to be used primarily to print large color maps and briefing aids; enhanced/upgraded its computer graphics system; and acquired a color camera/processor for providing rapid response to color photographic requests.

In addition to specific production equipment enhancements, OL has reached an agreement with the Foreign Broadcast Information Service (FBIS) for the takeover of their Joint Publication Research Service (JPRS) printing/production responsibilities. This action will consolidate a small Agency printing operation into the OL printing operation and provide for more effective personnel, equipment, and space utilization.

E. Field Renovation and Construction

The continuing high level of operational support required [redacted] has placed ever-increasing demands [redacted] To meet these requirements, OL has undertaken programs to upgrade and rehabilitate the physical plants of these installations. At [redacted] the upgrade has included the complete renovation of the Administration Headquarters building, renovation of existing quarters and construction of new quarters, upgrade of sewer and telephone lines, renovation of storage areas and installation of security devices, and upgrade of communications facilities. Upgrade at [redacted] includes an extensive repaving project, upgrade of employee eating and recreation areas, and reconfiguration of work space, as well as planning for construction of a new 150,000-square-foot annex on the [redacted] compound. 25X1 25X1 25X1 25X1 25X1

Plans were also finalized and construction was begun during 1983 on a new [redacted] site. This facility, when completed in 1984, will be capable of accommodating up to 100 trainees in two separate sites and will include the capability to conduct a full range of [redacted] training. 25X1 25X1

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F. Automation

During the past year, the procurement areas in OL were again faced with a dramatic increase in workload. There has been a virtual explosion of ADP contracting, both in dollar volume and in number of funded actions. As a result of a systems-analysis study of OL's Procurement Division in 1982, a decision was made to replace CPT and other outdated word processing equipment with two Wang Alliance systems. Installation of the Wang systems, started in the spring of 1983, was over 90 percent complete by fall 1983. Although we experienced considerable growing pains in the transition to this new automated equipment, it is now clear that this investment in automation will provide much-needed relief until the Logistics Integrated Management System (LIMS) comes on-line.

A major OL initiative is the creation of LIMS--an automated system that will efficiently serve OL's support mission of acquiring materiel and services for the entire Agency. The LIMS accomplishments during 1983 include: preparation of a request for proposal, review of competitive bids, and the selection of a development contractor for this multimillion-dollar effort; review of all Logistics Instructions (LIs) and Supply Instructions (SIs) and their incorporation into LIMS requirements as appropriate; numerous reviews and refinements leading to the completion of a Detailed System Requirements Document (DSRD); a formal review of system requirements--conducted by the development contractor; and the beginning of work on the System Definition Document (SDD). The development of LIMS has now passed from the system initiation phase to the definition phase during which the contractor will develop the preliminary design for the new system. The LIMS project is progressing smoothly, and all indications are that LIMS will be successful in meeting the OL-stated objective of being more responsive to its customers' needs.

In addition to its active participation in the LIMS development project, OL has established a Data Administration Service (DAS) organization. The mission of the DAS will be to bring the increasing plethora of OL automated data processing (ADP) applications within a formal organizational entity that exploits computer technologies and capabilities on behalf of OL information management requirements, invokes quality assurance practices and principles, provides appropriate and timely training, and ensures the availability of ODP-furnished technical support. In addition, the DAS function will assist in the LIMS development and facilitate its implementation. DAS will also provide a specialized career track for those OL personnel inclined towards the ADP discipline. The DAS concept was successfully developed and accepted during 1983.

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ATTACHMENT B

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